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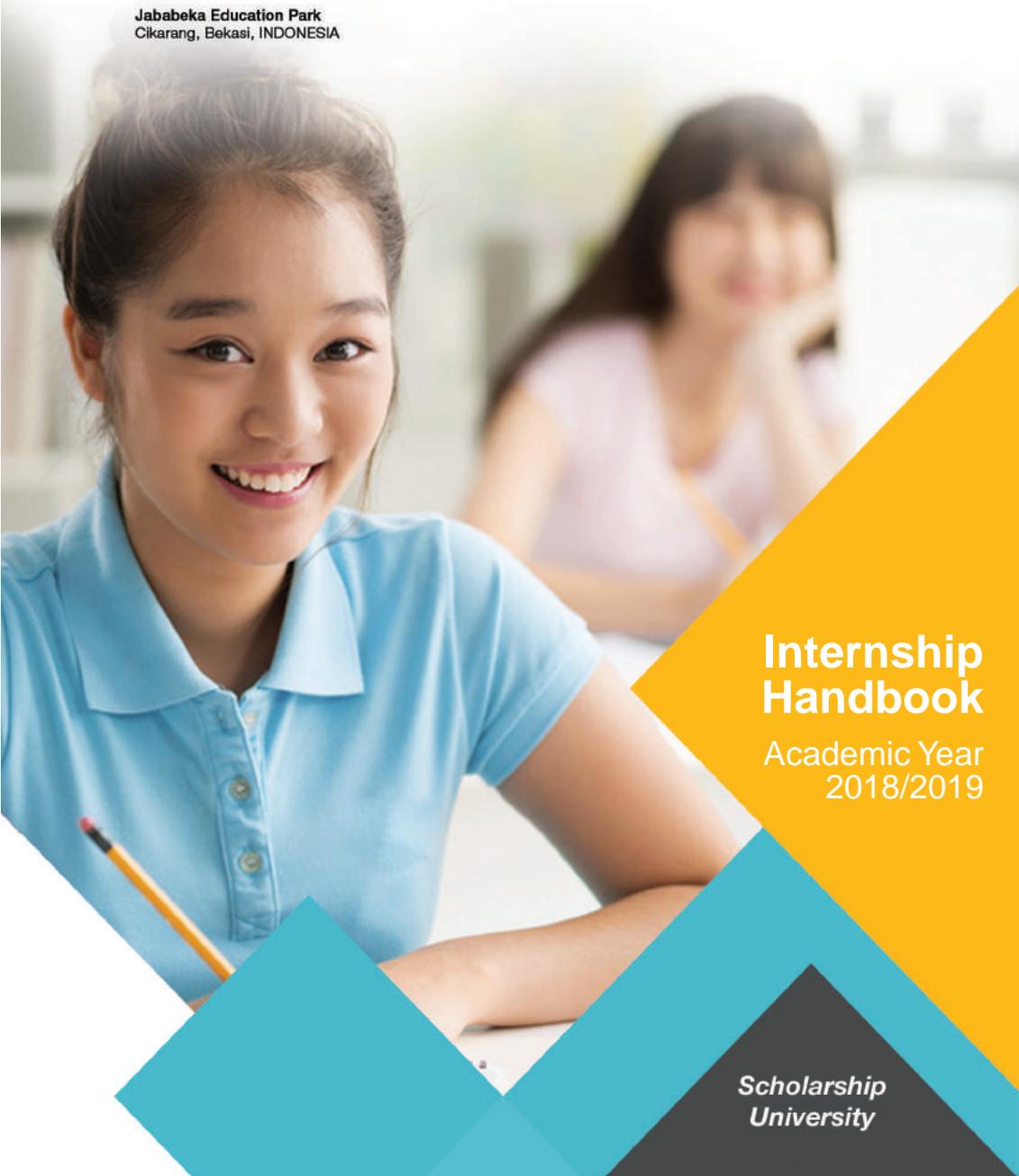
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明日のリーダーたちが一緒になるところ

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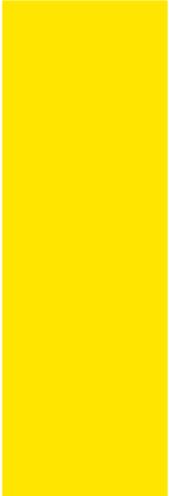
**Jababeka Education Park**  
Cikarang, Bekasi, INDONESIA



## Internship Handbook

Academic Year  
2018/2019

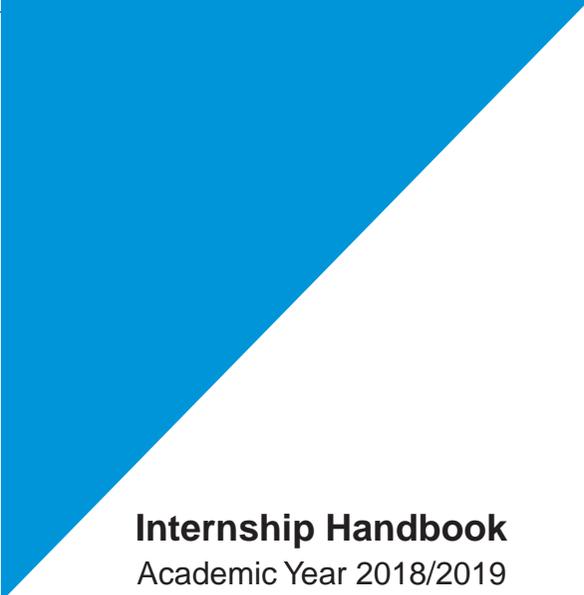
*Scholarship  
University*



# **Internship Handbook**

Academic Year 2018/2019

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# Internship Handbook

## Academic Year 2018/2019

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## Preface from The Rector

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Indonesia has now entered the new era of workplace, where jobs are constructed to be more flexible, decisions are made based on data, online technology becomes more fundamental for sustainability, and business network happens on global level. This transformation requires knowledge worker who is excellent in complex problem solving skills, thorough in data analysis and interpretation, accustomed to interact with global customers, and well-versed with recent technology.

Regrettably, this transformation, still yet need to be supported with the supply of employable worker. We still witness unemployment, skills gap, and skills mismatch, prevalent in Indonesia labor market.

As the Higher Education Institution, President University is responsible to ensure that the graduates reflect the competencies needed for not only Indonesia but also global citizen. We are also accountable to improve the quality of talent supply, and decrease the skills gap/mismatch. To complete this task, we design curriculum which incorporates the vocational and technical skills into the learning methodology.

Internship as the work-integrated learning platform is designed to develop the student.s employability skills by placing students for an extensive duration in real workplace. Through the internship program, students can observe the use and development of latest technology, apply the theory into deliverable values, experience working with people from diverse background, and deepen their understanding on professional ethics. In the end of the internship program, we expect our students to be a more mature individual and capable of progressing positive change and creating impacts that benefit the people.

Our highest appreciation to industry partners who have been accepting PresUniv interns to be part of their team. We also would like to acknowledge the commitment of our lecturers who serve as internship mentor, and guide the interns during the program. Finally, we thank all alumni of President University who shows their commitment during internship and current career, and thus, proven to the global community that, we, worth their trust.

Cikarang, May 2017

**Dr. Jony Oktavian Haryanto**  
Rector, President University



# Preface

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Internship has been one of the primary pillars in President University, and as a tool for the students to develop their employability skills and market their competencies to the potential employer. One of the goals of the program is to help students get hired before they graduate. This is feasible as they will get involved in work projects for an extensive duration, showcase their knowledge and skills, and grow professional network.

The program is also meant to be a linkage between industry and education institution that can benefit both parties. Since it was firstly launched in 2005, the network has been significantly growing, from only 4 industrial partners to more than 1000 partners. Many of the industry partners have been hiring our interns to be their permanent employees as they developed close work relationship, and thus, observed the work performance.

The university as education institution is also benefited from the knowledge that is being shared by the industries. Through this internship program, the university is more exposed to the changes that happen in the industry, and receive feedback on required curriculum, research, and quality of talents needed in the industry.

In year 2017, PresUniv internship program is extended until 8-month duration with an expectation that it will bring more benefit to those three parties involved in the program. The longer duration will need to be followed with a more detailed and close-supervised mentoring program. This Internship Handbook is published as guidance for student interns, mentors, and hiring employers about the policy, regulation, and required internship reports and their structure and timeline of document submission. More principally, this document describes the values we attempt to create through this internship program, and expected code of conduct that all interns should abide by. It is hoped that the internship handbook 2016/2017 provides helpful and comprehensive guidance for students, mentors as well as site supervisors.

Cikarang, May 2017

**Ir. JB Susetiyo**  
Director, Internship and Career Center



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# CHAPTER I - General Information

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## 1.1. What is an internship?

Internships are planned and closely supervised “hands-on” work-related learning experiences providing the students with a chance to gain important knowledge and skills in a career-related that may or may not be directly related to their academic coursework. An internship provides exposure to career fields of businesses and interests.

By putting the internship as the compulsory subject of the university, President University recognizes the importance of experiential learning opportunities for both the educational advancement of students and the growth of host employers, businesses and organizations.

## 1.2. Criteria for an experience to be defined as an internship:

To ensure that an experience is educational and thus eligible to be considered a legitimate internship, President University has adopted the instructive criteria which have been established by the National Association of Colleges and Employers (NACE), Position Statement on U.S. July 20, 2011, and the Ministry of Manpower No.13 Year 2013, for an experience to be defined as an internship. To be considered a legitimate internship by NACE definition, the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student.s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by an experienced supervisor, which is provided to the interns on a periodical basis during the program and upon the completion of the internship program.
7. There are resources, equipment, and facilities provided by the host employer which are necessary to ensure the accomplishment of the internship and/or student.s learning objectives.

## 1.3. Objectives and Benefits

The overall goal of internship is to provide the means for each student to mature both personally and professionally, as well as to further their appreciation and understanding of the professional experience in their chosen field of study. Because of the commitment to this vision, the internship program was established with the following specific operating goals, which each student, can have the opportunity to:

- 1.3.1. Understand, observe, and apply the application of certain knowledge or working theory philosophies learned through previous academic and other experiences, in an appropriate work and professional settings;
- 1.3.2. Develop their abilities to achieve performance goals based on the responsibilities and duties.
- 1.3.3. Develop their ability to asses and direct achievement of specified performance goals.
- 1.3.4. Obtain a bird.s eye view of how an institution is running, and as a medium for the students to have direct interaction with and to learn from industry professionals.
- 1.3.5. Enrich their understanding about how an institution is forming the teamwork, making it effective, and united albeit the diversity, variety of social background, and culture.

- 1.3.6. Develop decision-making and problem-solving skills through the formulation, implementation and evaluation of alternative solutions to problems and approaches to issues.
- 1.3.7. Gain an understanding of the overall institution/organizational structure and their management philosophy (or corporate culture) and clientele base, as well as their relative position to other local, national and /or global competition in the market place.
- 1.3.8. Identify and address personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting.
- 1.3.9. Develop a network of industry professionals that can be used when seeking full-time employment.
- 1.3.10. Share their internship experience and special project with other PU interns, faculty and staff.

In addition, the university recognizes the benefits of an academically sound internship program, which includes the provision and utilization of feedback from the employer and the student in the continuing evaluation of the university curriculum (i.e. the need for new courses and adjustment of existing courses), and the potential of promoting all programs/majors to prospective employers.

## **1.4. Internship Benefits**

### **1.4.1. Internship Benefits for Employers**

Companies gain advantages and benefits from having a successful internship program. For the participating company, an internship program can:

- 1.4.1.1. Allow the company to better serve its customers through the contributions of an intern. Interns can serve as short-term solution to handle increased workloads and complete needed projects, while at the same time providing the intern with a valuable work experience;
- 1.4.1.2. Stimulate and promote a learning experience among professional staff. Company employees can learn much from interns who bring a different set of skills, knowledge base, and perspective to the job;
- 1.4.1.3. Provide company personnel with the opportunity to evaluate the effectiveness of their in house training programs or other services based on feedback from interns;
- 1.4.1.4. Afford an opportunity to screen for prospective employees, and expand the manpower pipeline/new potential recruit database. Interns become familiar with an organization's culture and work, and establish close working relationships with current employees. This makes them ideal candidates for job vacancies. Even if an intern does not end up being employed at their internship placement site, internship program may serve as a good recruitment tool for a company to observe potential workers under actual working conditions without a long term commitment;
- 1.4.1.5. Allow the company to contribute to the professional development of future professionals through partnership with President University.

#### 1.4.2. Internship Benefits for Interns

Students can also gain benefits from the program by:

1.4.2.1. Gaining real-world, practical work experience.

1.4.2.2. Networking with industry professionals that may assist with their permanent employment endeavors.

1.4.2.3. Developing professional skills, including interpersonal skills, teamwork, and time management.

## CHAPTER II - General Policies and Procedures

### 2.1. Internship Program Schedule

As per the Rector Decree "SK Rektor 091/Skep3-R/Internship/VIII/2016/PresUniv", the internship for batch 2014 will be scheduled for 8-months period, starting from May - December 2017, except for the study programs which are exempted from this scheme as regulated in the aforementioned Rector Degree. Students from other batches who have not taken the internship program, and will undertake the internship in the Academic Year 2016/2017 and forward, will undertake a 4-months internship program.

**Schedule of Internship Cycle, Academic Year 2016/2017**

Academic Year	Semester	Study Program	Remarks	Internship Period
2016/2017	1	All study programs	All batches except for 2014	Sept 2016 - February 2017
2016/2017	2	All study programs	All batches except for 2014	January 2017 - May 2017
2016/2017	3	All study programs	Batch 2014	May 2017 - December 2017

### 2.2. Student Eligibility for Internship

2.2.1. To be eligible for the internship program, the students need to pass the following requirement:

2.2.1.1. In the case of Morning Regular program, students maintain the total maximum number of grades, which are below "C" (D and/or E), from the 1st until 6th semester, is 3 (three). Students whose more than 3 subjects with grades below "C" are deemed not eligible to proceed with the internship program as specified in the regular period.

2.2.1.2. In the case of Evening Regular program, students maintain the total maximum number of grades, which are below "C" (D and/or E), from the 1st until 6th semester, is 2 (three). Students whose more than 2 subjects with grades below "C" are deemed not eligible to proceed with the internship program as specified in the regular period.

2.2.1.3. By the time of the enrollment, students need to be at least 18 years old.

2.2.1.4. For transfer/conversion students (applied to students who transfer from other universities or study programs within PresUniv), must have passed at least 87 SKS (Regular Morning Class), and 84 SKS (Regular Evening Class), by the time of internship enrollment.

2.2.2. If the students do not meet the requirement stated in 2.2.1., students are deemed not eligible for the credit-internship, and need to defer the enrollment. The student's internship will be scheduled and determined by the Internship and Career Center and in coordination with Head of Study Program according to the prevailing rules and regulations.

### **2.3. Enrollment**

Since an internship is a subject matter with the credit values of six (6 SKS), the students must enroll their internship during the schedule enrollment day set by Academic Administration Bureau. Students who do not enroll for internship are subject to sanction which is in accordance with the university policies. The students who are not eligible for internship must defer the internship enrollment.

### **2.4. Adding Subjects**

Since the intern students are expected to abide by the working hours set by the institutions, students are NOT ALLOWED to take any additional courses during the semester in which they are conducting their internship.

Student interns who wish to enroll for additional subjects must communicate to ICC prior to class enrollment and obtain written approval from the company.

### **2.5. Student Placement**

2.5.1. Students are given full liberty to choose where they want to undertake the internship program. Students may apply for internship in Indonesia or Outside Indonesia with the term and condition as follow:

2.5.1.1. Students who are interested to apply for internship in Indonesia, outside the area of DKI Jakarta, Jawa Barat or Banten, must provide a letter of consent that verifies the permission from parents or guardians for the students to go for the internship at the specified place. This letter should be signed by the parents or guardians and addressed to the Head of Internship and Career Center.

2.5.1.2. The Exemption to rule number 2.5.1.1 is applied to students who return to their home town where they will be living with or under supervision of parents or guardian.

2.5.1.3. Indonesia Students who aim to apply for international internship (Outside Indonesia) must abide by the following rule:

2.5.1.3.1. Students must submit a letter of consent that verifies the permission from parents or guardians for the students to go for the international internship at the specified place. This letter should be signed by the parents or guardians and addressed to the Head of Internship and Career Center. This letter must also indicate the student's willingness to incur all costs related to immigration procedure, visa application, health insurance, living, accommodation, and travel expense before, during, and after internship program.

2.5.1.3.2. Student must submit the letter of acceptance from the institution. The letter must state the Department in which the intern will work, the starting and ending period, location of the internship activity. The letter must be signed by the official representative and duly stamped.

2.5.1.3.3. All documents have to submitted to ICC prior to the internship commencement.

### **2.6. Health insurance, living cost, travel and accommodation expense**

Students are responsible to all expenses related to the activity of internship which may be

incurred as part of the pre-internship preparation, during and/or after the internship program. This cost may comprise of, but not limited to, travel cost (from internship site to student's residents), accommodation, meal, health insurance, and living cost. The University will not be responsible if one of these costs incurred. In case of insurance, students are encouraged to have insurance which will cover the protection for health, and/or work-related injury compensation.

## **2.7. Internship Online System and Reference Letter**

All eligible students are granted an access to the internship online system which is managed by ICC. Internship online system enables the students to request for the Reference Letter, the letter that validates their status as student of President University who is assigned to undertake a compulsory internship program. After the students secure the internship placement, the students must update their information through the online system. All grades and reports can also be submitted through this online system.

## **2.8. Application Procedures**

Students assume full responsibility to find the internship placement and pursue to the internship application. ICC will facilitate the student with liaising and networking with the industry. The students can also refer to ICC if they need information about potential internship placement. In search of the internship placement, students must follow the general procedure as follows:

- 2.8.1. Eligible students can directly submit their applications to the intended institutions. The documents consists of, but not limited to, CV, cover letter, transcript (if required by institutions), reference letter, and certificates of participation.
- 2.8.2. Students are encouraged to follow up on the status of their application to the intended institutions 2 weeks after they send their application documents.
- 2.8.3. Students must report to ICC if they have secured an internship placement by submitting the Internship Agreement Form or provide a written confirmation by email to [icc\\_pu@president.ac.id](mailto:icc_pu@president.ac.id) as specified by ICC.
- 2.8.4. ICC will determine the deadline for the students to submit the Internship Agreement Form or the written confirmation. Students who have not secured an internship placement on the date assigned by ICC must report to ICC.

## **2.9. Student's Duties and Responsibilities during the Internship**

During the internship, the students must meet certain responsibilities and duties to the institution/ company and/or On-site Supervisor, as well as the University, to fulfill their internship requirements. These include:

- 2.9.1. To the Institution and/or On-Site Supervisor
  - 2.9.1.1. Familiarizing and abiding by all the rules, regulations, policies and procedures of the institution applicable to their conduct while in the institution's employment;
  - 2.9.1.2. Reporting directly to the On-site Supervisor for instructions. The intern is responsible for fulfilling their duties as stipulated by their supervisor, and for meeting their scheduled training commitments and arrangements;
  - 2.9.1.3. Setting mutually satisfactory and feasible goals and objectives in consultation with the on-site supervisor. These constitute a baseline against which the intern's performance is assessed by the On-site supervisor;
  - 2.9.1.4. Becoming an integral and participating member of the institution staff;
  - 2.9.1.5. Acting in a professional manner both as an institution staff member and when dealing with the institution's customers. The student is a representative and ambassador of President University. A positive experience effectively

- 'paves the way' for the future placement of other interning students. It is, therefore, imperative that a cooperative attitude and good work record and habits be maintained for a good rapport between the intern, the university and the employer.
- 2.9.1.6. Visiting, observing and participating, as appropriate, in all levels of the institution's operations, including meetings, programs, projects and training sessions. This enables the intern to strive toward higher levels of personal and professional growth and fulfillment;
  - 2.9.1.7. Establishing and maintaining an open, regular communication with the on-site supervisor, and being transparent about the issues/problems/update which takes place in the workplace. This also means that interns need to seek further clarification from the on-site supervisor when encountering tasks or problems that cannot be solved independently;
  - 2.9.1.8. Preparing and discussing their Progress report with their on-site supervisor in person. After it is approved, the on-site supervisor's signature on each of the report must be secured;
  - 2.9.1.9. Notifying the on-site supervisor in advance when it is necessary for the interns to be absent from work. The intern should inform the on-site supervisor as soon as possible if they are unable to complete the internship program due to illness, accident, or other unforeseen circumstances.
- 2.9.2. To the University
- 2.9.2.1. Adhering to all policies, regulations, procedures and assignments as outlined in the Internship Handbook;
  - 2.9.2.2. Maintaining intensive communication with the university internship mentor by submitting the progress report to the mentor for their review and approval.
  - 2.9.2.3. Unless circumstances warrant other arrangements, the student must attend meetings with their University internship mentor and on-site supervisor during a routine on-site visit to discuss their: a) internship experiences; b) special project; c) progress towards meeting personal objectives identified;
  - 2.9.2.4. Presenting an overview of their internship site work experience and special project at a internship presentation session which can be attended by all working interns, university internship mentor, Internship and Career Center, relevant faculty advisors and other staff members, as warranted, toward the end of the working semester; and
  - 2.9.2.5. Notifying the university internship mentor and Internship and Career Center as soon as possible, if they are unable to complete the internship program due to illness, accident or other unforeseen circumstances.

## 2.10. Completion of Internship

The student internship can be considered complete if the students have met the following criteria:

- 2.10.1. Complete the minimum requirement of internship as regulated by the University
- 2.10.2. In the case of students of batch 2014, must have completed 7 monthly reports (or 5-monthly reports)<sup>1</sup>. Non-2014 students must have completed 14 biweekly reports.

After meeting the requirement in 2.10.2, students may proceed with the requirement as follows:

<sup>1</sup> For the students in the Faculty of Business, Faculty of Humanity, and Study Program of Mechanical Engineering must submit 7-monthly reports, and for the students in the Study Program of Industrial Engineering, Electrical Engineering, and Faculty of Computing, must submit a minimum of 5-monthly reports.

- 2.10.3. Acquired the performance assessment from the on-site supervisor.
- 2.10.4. Acquired the internship completion letter from the hiring employer.
- 2.10.5. Acquired the full-assessment from the mentor (including internship presentation, and
- 2.10.6. Submitted all required documents to ICC

## 2.11. Progress Reports

Progress reports are a vital aspect of the internship program that serves several important functions. They must be discussed with their supervisor, and as soon as they are approved by the on-site supervisor, before sending them to their University internship mentor.

The main function of this report is to provide an early and consistent evaluation and feedback to the university internship mentor regarding the important aspects of an intern's placement as well as the medium for the interns to practice written communication skills on a regular basis during the internship experience.

Writing this report requires the interns to reflect upon the past period by analyzing the relevant issues and events encountered during that time frame.

Interns must submit progress report for the duration of their internship. Students must refer to the Appendix for the example of the progress report.

**Submission procedure :** To ensure that the mentor can intensively monitor the latest development of the intern's learning process and challenges that they encounter in the workplace; EXCEPT for students of batch 2014 who must submit monthly progress report, the progress report must be submitted every 2 weeks. Please note that all progress report must be signed by the on-site supervisor and duly stamped before being submitted to the university internship mentor.

## 2.12. Final Documents

Unless specific circumstances warrant other arrangements, students must submit all required internship documents in accordance with the following timeline in 2.15.

Documents that consist of information about the hiring employers need to be stamped and signed by the authorized personnel from the hiring institutions. Internship final documents consist of the following forms:

### 2.12.1. Internship Agreement Form

Internship Agreement Form is submitted to ICC to validate that the student has secured an internship placement. Written in the form is the information on the student's placement, on-site supervisor, internship duration, and the person in charge who organizes the internship activity in the institution.

**Submission procedure:** Form is submitted before the deadline determined by ICC. The original form goes to ICC, and the copy version is for students and university internship mentor.

### 2.12.2. Internship Job Description

In the end of the internship program, the interns must also submit the summary of the internship activities written in the "Internship Job Description" form. Through this summary, the interns can provide an overview about the overall internship activities

and as well as to share a perspective about the required skills and knowledge that will be necessary for the future interns to master. The template of the form is in Appendix.

**Submission procedure:** The interns must submit two copies of the Internship Job Description which are all signed by both the interns and on-site supervisor. While the original form is submitted to ICC, the university internship mentor will receive the copy version. Similar to the other forms, all interns must ensure that the form is duly stamped.

#### 2.12.3. Internship Performance Evaluation Form by Employer

The on-site supervisor is expected to conduct formal evaluations of the student's performance during the internship. The performance evaluation forms are used to determine the overall performance and development of the intern from the start of the internship with the institution.

Since the assessment is intended to measure how well the student's meet the organization and work expectation, it is crucial to provide the students with description about the positive impact of their work result to the organization, how their presence influence the day-to-day business operation, and the unsatisfactory effort or the competency deficiency that the students need to improve in the near future.

The performance evaluations serve as a written and permanent documentation of an intern's record and accomplishment for the internship. Students are eligible to get the Internship Performance Evaluation Form after completing all the documentations requirements (Institution Confirmation Form and Job Description) to Internship and Career Center in the scheduled time.

Submission procedures: the performance evaluation is conducted during the last week of the placement with the institution. The on-site supervisor is expected with the intern to discuss their performance evaluation before the intern and supervisor sign and stamp the form.

The original copy must be submitted to ICC; and the copy of this form must be submitted to the university internship mentor.

#### 2.12.4. Internship Performance Evaluation Form by Student.

To understand how well the internship program has advanced student's personal and professional maturity and the contribution of the program to student's learning process, the students must complete the self-assessment on the internship program.

Submission procedures: The performance evaluation is conducted during the last week of the placement with the institution. The on-site supervisor is expected with the intern to discuss their performance evaluation before the intern and supervisor sign and stamp the form.

The original copy must be submitted to ICC; and the copy of this form must be submitted to the university internship mentor.

#### 2.12.5. Internship Completion Letter

Upon the completion of the internship fieldwork, the institution will issue completion

letter or certification that authenticates the internship program that students have undertaken in the institution.

While ICC receives the copy version of the letter/certificates, students will keep the original copy of the letter/certificates.

#### 2.12.6. Declaration or Originality

### 2.13. Internship Final Presentation

All interns are required to present an overview of their internship and their experiences, including content from special project (if applicable), at a closing internship session. Interns will also share what challenges and successes they experienced during the course of their internship.

The presentation can be attended by all working interns, University internship mentor currently having intern responsibilities, the Internship and Career Center, the on-site supervisor (if available), relevant faculty advisors and other staff members, as warranted. It is compulsory for the interns to make use of Power Point slides or other visual aids. Unless specified otherwise, the presentation session will be held on the PU campus at a predetermined date and time.

### 2.14. Final report

The internship final report encapsulates the cumulative experience of the internship. It is a compilation of the intern's objectives, activities, personal result, conclusions and other related materials which they have developed and assembled as evidence for their performance, and acquired skills and knowledge, over the course of their work placement. This might include samples of the intern's work found in letters, memos, photographs, videos, report or brochures, as well as evaluations written by their clients, colleagues or supervisor.

The University knows that writing is a critical skill for students to possess. In order to put that belief into action, it is important that the internship final reports be correct in spelling, punctuation, grammar, and writing style; and that it is the sole responsibility of the students.

The content, layout, and format of the internship report are elaborated in the Internship Final Report Guideline.

### 2.15. Grading Assessment and Submission

The information on the internship grading policy (factors, weight, and the deadline for inputting each factor into grade tabulation) is as follows:

Grading Factors	Assessor	Weight Proportion
Biweekly Progress Report	Internship Mentor	15%
Final Report	Internship Mentor	20%
Final Presentation	Internship Mentor	15%
On-Site Supervisor Evaluation	On-Site Supervisor	45%
Document submission punctuality	ICC	5%

Internship Period	Documents	Deadline
September - December 2016	Internship Final Documents	30 January 2017
	Internship Final Report	15 February 2017
January 2017-April 2017	Internship Final Documents	30 Mei 2017
	Internship Final Report	15 June 2017
May 2017-Desember 2017	Internship Final Documents	30 January 2018
	Internship Final Report	16 February 2018
May 2017-September 2017	Internship Final Documents	15 December 2017
	Internship Final Report	19 January 2018

## 2.16.Policies on Extension on Internship Completion

It is vital for the student intern to manage the time properly to ensure effective delivery of the internship requirement from both the internship placement. Students who cannot meet the deadline of the internship documents submission are not entitled to Document Submission Punctuality Points (5%), however, are still allowed to submit the documents, and given time discretion until the end of the following semester. After the expiry of the time discretion, if the intern's grade is not completed, the student's internship will be regarded null and void. The following is the maximum time discretion for the student interns to submit all required documents:

Internship Period	Deadline for Discretion on Internship Document Submission
September - December 2016	15 June 2017
January - April 2017	15 August 2017
Mei-December 2017	6 July 2018
Mei-September 2017	27 April 2018



## CHAPTER III - Guideline for Mentor

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### 3.1. Who is the university internship mentor?

University internship mentor is the President University lecturer who is recommended and appointed by the Head of Study Program or the Program Coordination (in coordination with Internship and Career Center) or among Heads of Study Program to monitor the progress of the student's internship activities and advise the students about the viable solutions to the challenges that students are encountering during the internship program.

### 3.2. University Internship Mentor Appointment Period

University internship mentor appointment period will be effective as of the date stated in the assignment letter issued by Head of Study Program, until the end of the internship period stated in article 2.15, and in the case of students extending the internship, will be in accordance with information in 2.16.

### 3.3. Responsibilities of the university internship mentor

By assuming the duty as mentor for internship program, the lecturer is under the responsibility to :

- 3.3.1. Monitoring the progress of the student's learning and activities through reviewing the progress report sent by the students.
- 3.3.2. Maintaining open communication for the students who need to consult their problems or issues.
- 3.3.3. Consistently providing feedbacks to the students about the progress report that has been submitted including informing the students that the report has been received and signing the report as the validation that the mentor has read and understood the content of the report.
- 3.3.4. Paying an on-site visit to meet and discuss with the on-site supervisor and the interns concerning the intern's performance, progress, required knowledge and skills, and feedback to the faculty/study program. For further documentation, mentor will document the visit, and submit the form to ICC in the end of the internship program.
- 3.3.5. Attending the internship presentation, reviewing the internship report, and grade the intern's performance based on the criterion that has been designated by ICC.
- 3.3.6. Submitting the grades in accordance with the grading policy and timeline as determined by ICC and President University.

### 3.4. The authority of a university internship mentor

As the mentor, the lecturer is entitled to the following rights:

- 3.4.1. Grading the student's performance in terms of monthly report, final presentation, and final report.
- 3.4.2. Determining the schedule for final presentation.
- 3.4.3. Recommending any decision that may be related to the termination of the internship or the student's withdrawal from the current internship placement.

### 3.5. On-Site Visit

An on-site visit is one way of monitoring an intern's practical performance. The University

internship mentor is able to gain a better appreciation for an intern's work site environment as well as their special project. Site visits entail face to face contact with the on-site supervisor, during which the intern's progress can be discussed. The university internship mentor normally conducts an on-site visit after one month into the student's placement in an institution and mentor has to visit their internship student minimum once during their internship.

General information that the university internship mentor can enquire during the visit may encompass:

- 3.5.1. Strength and weakness of the students
- 3.5.2. Relevancy of the student's current knowledge and skills to the current business needs and industrial demand
- 3.5.3. Institution's tendency to hire future interns from President University.
- 3.5.4. Feedback and area of improvement for the study program or faculty in terms of technical knowledge, soft-skills, and behaviors of the students.

### 3.6. Timeline for internship grading submission by university internship mentor

University internship mentor needs to submit the internship grade via PUIS in accordance with the following timeline:

Internship Period	Timeline
September-December 2016	31 March 2017
January 2017-April 2017	30 June 2017
May 2017-Desember 2017	30 March 2018
May 2017-September 2017	23 <sup>rd</sup> February 2018

In case if the student interns need additional time for document submission, and internship completion, university mentor needs to submit the grade within 14 working-days after the internship deadline.



## CHAPTER IV - General Information for Institution and On-Site Supervisor

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### 4.1. Internship Placement

The institutions which aim to hire interns from President University should recognize that the internship is intended to be a learning solution for the students to better comprehend the real challenge in the workplace. Therefore, the intern should assume a wide range of responsibilities during their work experience. Of particular importance are the following types of learning experiences, which reflect the aforementioned objectives:

4.1.1. Administration and Management - the institution should provide the intern with practical experience employing routine administrative skills, techniques and practices. Interns should gain experience in a variety of institution operations (depending on their majors), which include: accounting and record keeping, public relation, research, marketing, human resource, hotel and restaurant, information technology, and areas in engineering such as electronics, industrial, and manufacturing.

4.1.2. Organization, Evaluation and Supervision - the intern should participate in experience that involve the organization evaluation and supervision of programs, events, and where appropriate, personnel. The on-site supervision is encouraged to assign the intern to take an active leadership role in special projects.

Usually, the student observes and assists until he or she is acquainted with the staff, institution clientele, policies and procedures, organizational patterns, facilities and equipment, and rules and regulations. The students should gradually assume increasing responsibility and eventually be solely responsible for her/his won program(s) and/or special project(s). By the end of their intern experience, students should have a better understanding and appreciation of the role, duties, and responsibilities of a professional in their chosen field.

4.1.3. Observation and Participation - if allowed with the institution's internal policies, an intern should be given the opportunity to observe the details of the internal and external working relationships of the institution. In addition, interns should be allowed to participate in institution committee meetings, conferences, and workshops to gain a better understanding of their chosen concentration.

### 4.2. Expected Information for the interns

Each intern will work under direct supervision as coordinated and instructed by the institution. The institution will then assign the on-site supervisor who will lead and guide the students during the internship program.

To ensure the successful completion of this internship program, the hiring institution and/or the on-site supervisor is expected to provide the following to the students:

4.2.1. Internship job preview explaining the assigned duties, expected performance, and standard operating procedure which can influence the work.

4.2.2. Organization policies, rules and regulation, and/or standard operation procedure which that governs the work activities

4.2.3. Information regarding the applied safety procedures, and self-equipment protection.

- 4.2.4. Clear description and orientation regarding the institution's policies and procedures which includes the appropriate dressing code, work hours, professional behavior, and work ethics which functions as the core values of the organization.
- 4.2.5. Introduction to the organization members whom the students will work with.
- 4.2.6. Opportunity for the interns to discuss the internship progress, learning point, and problems.
- 4.2.7. Opportunity for the university internship mentor to meet and discuss with the internship on site supervisor regarding the intern's performance, and entering the evaluation regarding the intern's performance by the end of the internship program as assessed by the on-site supervisor.



# CHAPTER V - Internship Termination

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## 5.1. Reasons for Internship Termination

The internship termination by the institution can take place due to one or more of the following reasons:

### 5.1.1. The end of internship agreement

The internship may come to an end following the expiry date of the internship duration as agreed by both the student and institution.

### 5.1.2. Internship termination by the institution:

The internship termination as proposed by the institution may be inevitable due to the following reasons:

5.1.2.1. Industry and business reasons such as the bankruptcy, relocation to other areas, or merger and acquisition that makes the hiring of interns not feasible considering the business or financial situation of the institution.

Students whose internship is terminated by the article 5.1.2.1 will not receive any sanction or penalty. The internship is counted valid.

### 5.1.2.2. Grave wrongdoings

Students who are caught guilty for the grave wrongdoings will not be considered qualified to continue the internship and the internship will not be considered valid. Therefore, the students will need to retake the internship program upon the discretion of ICC, Head of Study Program, and university internship mentor.

For the legal categories of grave wrongdoings, President University refers to the Manpower Law no.13 year 2013 article 158 as listed below:

5.1.2.2.1. Stolen or smuggled goods and/or money that belong to the institution;

5.1.2.2.2. Given false or falsified information that causes the institution to incur losses;

5.1.2.2.3. Drunk, drunken intoxicating alcoholic drinks, consumed and or distributed narcotics, psychotropic in the working environment;

5.1.2.2.4. Committed immorality/indecency or gambled in the working environment;

5.1.2.2.5. Attacked, battered, threatened, or intimidated his or her co-workers or the entrepreneur in the working environment.

5.1.2.2.6. Persuaded his or her co-workers or the entrepreneur to do something that against laws and regulations.

5.1.2.2.7. Carelessly or intentionally destroyed or let the property of the entrepreneur exposed to danger, which caused the institution to incur losses;

5.1.2.2.8. Intentionally or carelessly let his or her co-workers or the entrepreneur exposed to danger in the workplace;

5.1.2.2.9. Unveiled or leaked the institution's secrets, which is supposed to keep secret unless otherwise required by the State

To provide valid justification, the institution must provide valid evidence that follow the due diligence that is aligned with the provision in Manpower Law no.13 Year 2003 article 158 section 2 as the following:

- 5.1.2.2.9.a. Institution catches the student performing the grave wrongdoings red-handed
  - 5.1.2.2.9.b. The student admits the allegation of committing the grave wrongdoings.
  - 5.1.2.2.9.c. Available written report filed by the authorized representative of the institution and is supported with valid testimony/confirmation by at least (2) two witnesses.
- 5.1.2.3. Tardiness and disciplinary actions  
Any Student whose internship is terminated due to frequent work tardiness and who fails to comply with company policy regulations and this must be proven by the official evidence or record from the institution will receive grade E and this will result in the internship failure.
- 5.1.2.4. Sexual harassment.  
Student whose internship is terminated by the institution because of being proven guilty of sexual harassment complaint will not be considered qualified to continue the internship in the institution and the internship will receive no grade. Students will need to retake the internship program upon the discretion of ICC, Head of Study Program, and university internship mentor.

Sexual harassment refers to displaying repetitive, unwanted sexual advances, requests for sexual favors, verbal and non-verbal sexual nature of conduct to other employees which creates unpleasant feeling and inconvenient, intimidating, hostile, and offensive work environment.

Sexual harassment, though, may not be limited to the following instances of behaviors:

- 5.1.2.4.a. Unwelcome jokes, comments, statements, gestures, offensive words on clothing.
- 5.1.2.4.b. Initiating physical contact which is not welcomed by the other party.
- 5.1.2.4.c. Repetitive requests for intimate relationship or unwanted flirting
- 5.1.2.4.d. Discussing sexually -related objects or showing visual or audio objects that portray sexual or other harassment-related nature.

Sanction: The internship of the student interns is proven involved in the aforementioned wrongdoings as mentioned in the 5.1.2.2, 5.1.2.3, and 5.1.2.4, will be deemed fail, and the concerned student interns must retake the internship period in the semester which is determined by the university.

## **5.2. Termination Process of an Intern by an institution**

Termination of an intern by an institution is a serious matter and as such President University has set forth the following policy guidelines:

- 5.2.1 The on-site supervisor must immediately make a preliminary phone call to the University internship mentor and the Internship and Career Center if circumstances arise that could eventually lead to the dismissal of an intern. The reasons for the termination must be discussed and understood by both the University internship mentor and Internship and Career Center;
- 5.2.2 The institution submits written report that consists of the details on the investigation process and its outcome.
- 5.2.3 In the event of possible disciplinary and work competency issues, every effort should be made to reconcile the issues, but it is still possible that an institution decision to terminate an intern will stand. It is expected, that prior to the termination, The institution must have reviewed, in writing, the concerns with the intern and given the student the opportunity to correct the problem where this is possible;
- 5.2.4 If the decision to terminate the intern is deemed inevitable, the hiring institution needs to provide written letter to the university, addressed to the Director of Internship and Career Center, at the latest by 5 working-days before the last effective internship date.
- 5.2.5 A written statement outlining the reasons for termination and all appropriate documentation arising from the internal review must be provided by the institution to the Internship and Career Center. Copies of the written statement must be sent to the University internship mentor and the student.

For further process, if it is deemed urgent, based on the evidence and investigation/critical incident report submitted by the hiring institution, ICC will then coordinate with the university internship mentor, respective Heads of Study Program, and if required, Dean/Vice Rector, or Senate Hearing, to reach the verdict on the concerned student intern's status.

Student interns whose internship program is deemed not null and invalid, is required to re-enroll for internship in the upcoming semesters, herein, decided by Heads of Study Program and ICC.

### **5.3. Student's Request for Withdrawing from Internship Placement**

In the spirit of maintaining the commitment of President University and student interns to the hiring organization, withdrawal from the internship placement, is not favorable. However, should the student intern's resignation is unlikely to be prevented, the following procedure shall prevail:

- 5.3.1. Students must meet with ICC and university mentor to firstly consult the current issues/concerns which may become potential reason of resignation
- 5.3.2. Upon coaching, consultation, and given reasonable period to reconcile the issues, if the student's decision to resign remains still, the concerned student must provide written notification to ICC, university internship mentor, and Heads of Study Program concerning the intention to resign from the institution and stating the critical incidents that serve as the reason for resignation.
- 5.3.3. If it is considered necessary, ICC will consult with Head of Study Program, and/or the representative of the institution to further discuss the matter.
- 5.3.4. Based on the investigation and upon the acknowledgement and approval from the university internship mentor and Head of Study Program, ICC will issue decision as follows:
  - 5.3.4.1 Request is approved
    - If the request to transfer to other institution is approved, the students may resign from the current institution. The activities will be considered and

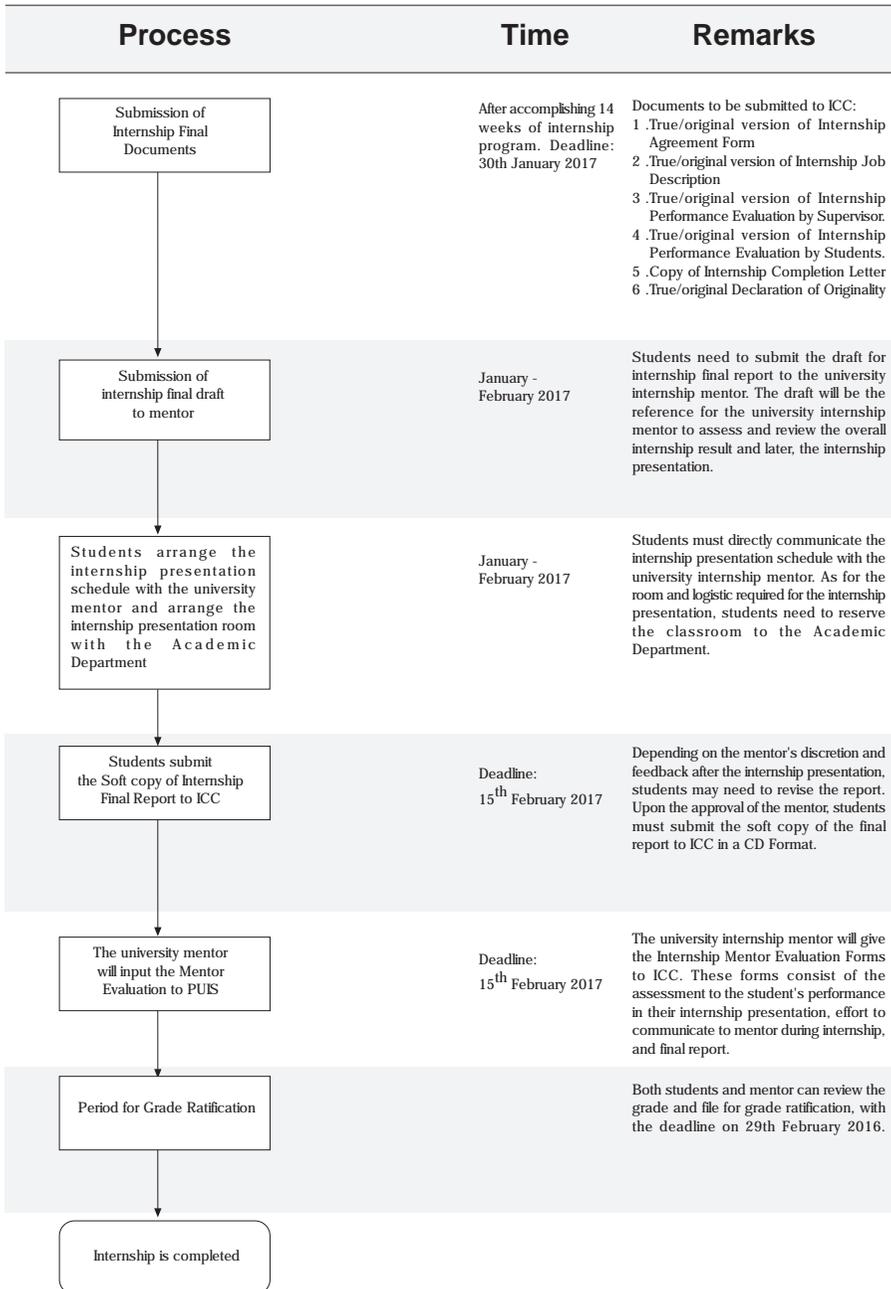
counted as official internship term.

The valid reason for transfer includes the following conditions:

- 5.3.4.1.1 Exposed to excessive working conditions (i.e. too much overtime work) that may potentially affect the health and welfare of the students.
  - 5.3.4.1.2 If the student is exposed to unsafe working environment that can potentially endanger the student
  - 5.3.4.1.3 If the Student is exposed to a hostile, intimidating, or offensive work environment that may interfere in his or her work performance (i.e. sexual or other forms of harassment).
  - 5.3.4.1.4 Conflict, strike action, lockouts, or other labor-related disruptions at the company that may endanger student life.
  - 5.3.4.1.5 Little or trivial work is given (i.e. stapling, copying) during half of the internship period resulting in the underutilization of the intern's time and lack of improvement in student learning. This situation should be proven by activity report of the intern.
- 5.3.4.2 Request is rejected
- The request to transfer to other institution is commonly rejected due to insufficient evidence that leads to the urgency of internship resignation. The concern filed by the students is not considered as potential issue or problem and that resolution can be achieved through negotiation and communication with the institution.

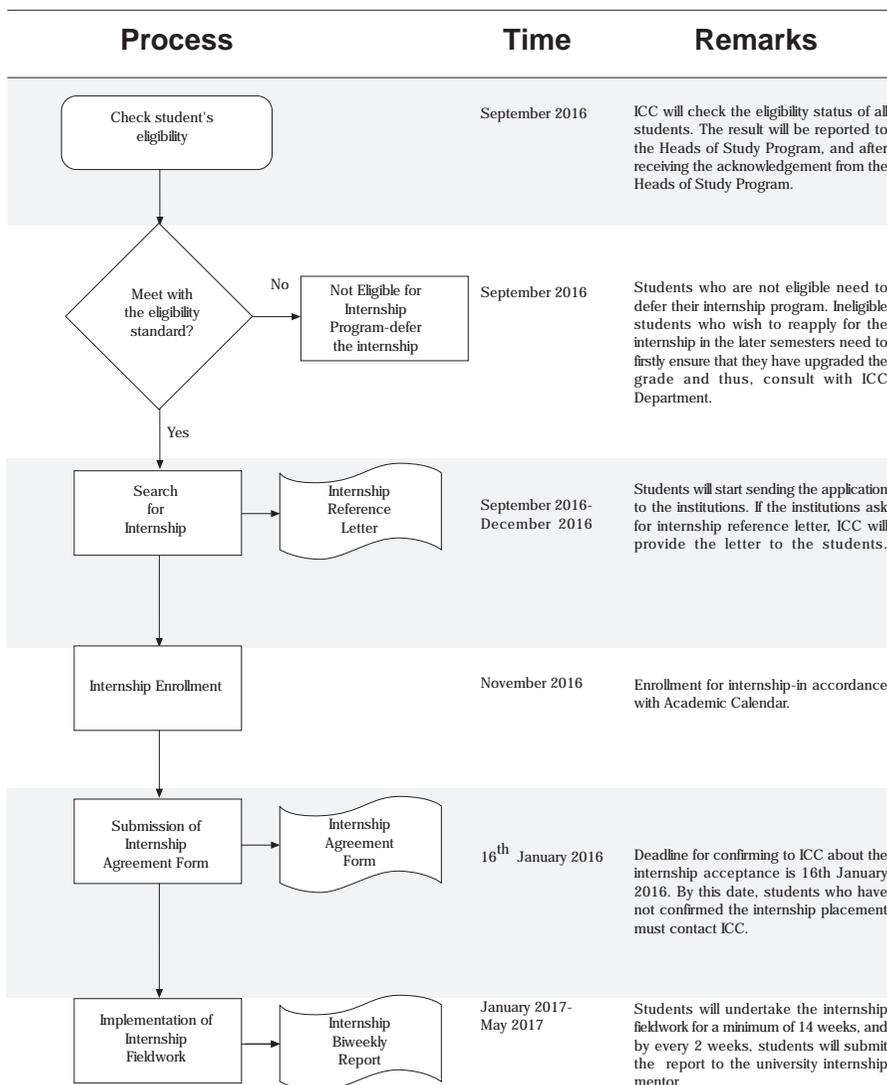
# Appendix 1 Internship Timeline for Internship in Academic Year 2016/2017 Semester 1

Process	Time	Remarks
<pre> graph TD     A[Check student's eligibility] --&gt; B{Meet with the eligibility standard?}     B -- No --&gt; C[Not Eligible for Internship Program-defer the internship]     B -- Yes --&gt; D[Search for Internship]           </pre>	July 2016	ICC will check the eligibility status of all students batch 2013. The result will be reported to the Heads of Study Program, and after receiving the acknowledgement from the Heads of Study Program.
<pre> graph TD     B{Meet with the eligibility standard?} -- No --&gt; C[Not Eligible for Internship Program-defer the internship]           </pre>	August 2016	Students who are not eligible need to defer their internship program. Ineligible students who wish to reapply for the internship in the later semesters need to firstly ensure that they have upgraded the grade and thus, consult with ICC Department.
<pre> graph TD     D[Search for Internship] --&gt; E[Submission of Internship Confirmation Form]           </pre>	July - September 2016	Students will start sending the application to the institutions. If the institutions ask for internship reference letter, ICC will provide the letter to the students.
<pre> graph TD     E[Submission of Internship Confirmation Form] --&gt; F[Implementation of Internship Fieldwork]           </pre>	September 2016	Enrollment for internship-in accordance with Academic Calendar.
<pre> graph TD     E[Submission of Internship Confirmation Form] --&gt; G[Implementation of Internship Fieldwork]           </pre>	30 <sup>th</sup> October 2016	Deadline for confirming to ICC about the internship acceptance is 16 <sup>th</sup> January 2016. By this date, students who have not confirmed the internship placement must contact ICC.
<pre> graph TD     G[Implementation of Internship Fieldwork] --&gt; H[Implementation of Internship Fieldwork]           </pre>	September - December 2016 (minimum of 14 weeks)	Students will undertake the internship fieldwork for a minimum of 14 weeks, and by every 2 weeks, students will submit the report to the university internship mentor.



# Appendix 2

## Internship Timeline for Internship in Academic Year 2016/2017 Semester 2



Process	Time	Remarks
<div style="border: 1px solid black; padding: 5px; text-align: center;">Submission of Internship Final Documents</div>	After accomplishing 14 weeks of internship program. Deadline: 30th May 2017	Documents to be submitted to ICC: 1 .True/original version of Internship Agreement Form 2 .True/original version of Internship Job Description 3 .True/original version of Internship Performance Evaluation by Supervisor. 4 .True/original version of Internship Performance Evaluation by Students. 5 .Copy of Internship Completion Letter 6 .True/original Declaration of Originality
<div style="border: 1px solid black; padding: 5px; text-align: center;">Submission of internship final draft to mentor</div>	January - May 2017	Students need to submit the draft for internship final report to the university internship mentor. The draft will be the reference for the university internship mentor to assess and review the overall internship result and later, the internship presentation.
<div style="border: 1px solid black; padding: 5px; text-align: center;">Students arrange the internship presentation schedule with the university mentor and arrange the internship presentation room with the Academic Department</div>	January - May 2017	Students must directly communicate the internship presentation schedule with the university internship mentor. As for the room and logistic required for the internship presentation, students need to reserve the classroom to the Academic Department.
<div style="border: 1px solid black; padding: 5px; text-align: center;">Students submit the Soft copy of Internship Final Report to ICC</div>	Deadline: 15 <sup>th</sup> June 2017	Depending on the mentor's discretion and feedback after the internship presentation, students may need to revise the report. Upon the approval of the mentor, students must submit the soft copy of the final report to ICC in a CD Format.
<div style="border: 1px solid black; padding: 5px; text-align: center;">The university mentor will submit the Mentor Evaluation to ICC</div>	Deadline: 30 <sup>th</sup> June 2017.	The university internship mentor will give the Internship Mentor Evaluation Forms to ICC. These forms consist of the assessment to the student's performance in their internship presentation, effort to communicate to mentor during internship, and final report.
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;">Internship is completed</div>		

# Appendix 3

## Internship Timeline for Internship in Academic Year 2016/2017 Semester 3 (May-December 2018)

Process	Time	Remarks
<pre> graph TD     A[Check student's eligibility] --&gt; B{Meet with the eligibility standard?}     B -- No --&gt; C[Not Eligible for Internship Program-defer the internship]     B -- Yes --&gt; D[Search for Internship]           </pre>	September 2016	ICC will check the eligibility status of all students batch 2013. The result will be reported to the Heads of Study Program, and after receiving the acknowledgement from the Heads of Study Program.
<pre> graph TD     B{Meet with the eligibility standard?} -- No --&gt; C[Not Eligible for Internship Program-defer the internship]           </pre>	September 2016	Students who are not eligible need to defer their internship program. Ineligible students who wish to reapply for the internship in the later semesters need to firstly ensure that they have upgraded the grade and thus, consult with ICC Department.
<pre> graph TD     D[Search for Internship] --&gt; E[Submission of Internship Agreement Form]     D --&gt; F[/Internship Reference Letter/]           </pre>	September 2016- May 2017	Students will start sending the application to the institutions. If the institutions ask for internship reference letter, ICC will provide the letter to the students.
<pre> graph TD     E[Submission of Internship Agreement Form] --&gt; G[Implementation of Internship Fieldwork]           </pre>	15 <sup>th</sup> May 2017	Enrollment for internship-in accordance with Academic Calendar.
<pre> graph TD     E[Submission of Internship Agreement Form] --&gt; F[/Internship Agreement Form/]           </pre>	1 <sup>st</sup> May 2017	Deadline for confirming to ICC about the internship acceptance is 1st May 2017. By this date, students who have not confirmed the internship placement must contact ICC.
<pre> graph TD     G[Implementation of Internship Fieldwork] --&gt; H[/Internship Monthly Report/]           </pre>	May- December 2017	Students will undertake the internship fieldwork for a minimum of 30-weeks, and by every month, students will submit the monthly report to the university internship mentor.

Process	Time	Remarks
Submission of Internship Final Documents	After accomplishing 30 weeks of internship program. Deadline: 30th January 2018	Documents to be submitted to ICC: 1 .True/original version of Internship Agreement Form 2 .True/original version of Internship Job Description 3 .True/original version of Internship Performance Evaluation by Supervisor. 4 .True/original version of Internship Performance Evaluation by Students. 5 .Copy of Internship Completion Letter 6 .Declaration of Originality
Submission of internship final draft to mentor	December 2017- January 2018	Students need to submit the draft for internship final report to the university internship mentor. The draft will be the reference for the university internship mentor to assess and review the overall internship result and later, the internship presentation.
Students arrange the internship presentation schedule with the university mentor and arrange the internship presentation room with the Academic Department	December 2017- January 2018	Students must directly communicate the internship presentation schedule with the university internship mentor. As for the room and logistic required for the internship presentation, students need to reserve the classroom to the Academic Department.
Students submit the Soft copy of Internship Final Report to ICC	Deadline: 16 <sup>th</sup> February 2018	Depending on the mentor's discretion and feedback after the internship presentation, students may need to revise the report. Upon the approval of the mentor, students must submit the soft copy of the final report to ICC in a CD Format.
The university mentor will submit the Mentor Evaluation to ICC	Deadline: 30 <sup>th</sup> March 2018	The university internship mentor will give the Internship Mentor Evaluation Forms to ICC. These forms consist of the assessment to the student's performance in their internship presentation, effort to communicate to mentor during internship, and final report.
Internship is completed		

# Appendix 4 Internship Timeline for Internship in Academic Year 2016/2017 Semester 3 (May-September 2018)

Process	Time	Remarks
<pre> graph TD     A[Check student's eligibility] --&gt; B{Meet with the eligibility standard?}     B -- No --&gt; C[Not Eligible for Internship Program-defer the internship]     B -- Yes --&gt; D[Search for Internship]           </pre>	September 2016	ICC will check the eligibility status of all students. The result will be reported to the Heads of Study Program, and after receiving the acknowledgement from the Heads of Study Program.
<pre> graph TD     B{Meet with the eligibility standard?} -- No --&gt; C[Not Eligible for Internship Program-defer the internship]           </pre>	September 2016	Students who are not eligible need to defer their internship program. Ineligible students who wish to reapply for the internship in the later semesters need to firstly ensure that they have upgraded the grade and thus, consult with ICC Department.
<pre> graph TD     D[Search for Internship] --&gt; E[Submission of Internship Agreement Form]     D --&gt; F[/Internship Reference Letter/]           </pre>	September 2016- May 2017	Students will start sending the application to the institutions. If the institutions ask for internship reference letter, ICC will provide the letter to the students.
<pre> graph TD     E[Submission of Internship Agreement Form] --&gt; G[Implementation of Internship Fieldwork]           </pre>	15 <sup>th</sup> May 2017	Enrollment for internship-in accordance with Academic Calendar.
<pre> graph TD     E[Submission of Internship Agreement Form] --&gt; F[/Internship Agreement Form/]           </pre>	1 <sup>st</sup> May 2017	Deadline for confirming to ICC about the internship acceptance is 1st May 2017. By this date, students who have not confirmed the internship placement must contact ICC.
<pre> graph TD     G[Implementation of Internship Fieldwork] --&gt; H[/Internship Monthly Report/]           </pre>	May- September 2017	Students will undertake the internship fieldwork for a minimum of 20-weeks, and by every month, students will submit the monthly report to the university internship mentor.

Process	Time	Remarks
Submission of Internship Final Documents	After accomplishing 20 weeks of internship program. Deadline: 20 <sup>th</sup> November 2017	Documents to be submitted to ICC: 1 .True/original version of Internship Agreement Form 2 .True/original version of Internship Job Description 3 .True/original version of Internship Performance Evaluation by Supervisor. 4 .True/original version of Internship Performance Evaluation by Students. 5 .Copy of Internship Completion Letter 6 .Declaration of Originality
Submission of internship final draft to mentor	October 2017- December 2017	Students need to submit the draft for internship final report to the university internship mentor. The draft will be the reference for the university internship mentor to assess and review the overall internship result and later, the internship presentation.
Students arrange the internship presentation schedule with the university mentor and arrange the internship presentation room with the Academic Department	October 2017- December 2017	Students must directly communicate the internship presentation schedule with the university internship mentor. As for the room and logistic required for the internship presentation, students need to reserve the classroom to the Academic Department.
Students submit the Soft copy of Internship Final Report to ICC	Deadline: 19 <sup>th</sup> January 2018	Depending on the mentor's discretion and feedback after the internship presentation, students may need to revise the report. Upon the approval of the mentor, students must submit the soft copy of the final report to ICC in a CD Format.
The university mentor will submit the Mentor Evaluation to ICC	Deadline: 23 <sup>rd</sup> February 2018	The university internship mentor will give the Internship Mentor Evaluation Forms to ICC. These forms consist of the assessment to the student's performance in their internship presentation, effort to communicate to mentor during internship, and final report.
Internship is completed		



# Appendix 5

## Internship Agreement Form

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### INTERNSHIP AGREEMENT FORM

#### A. Student Personal Details

Full Name	: Lelouch Raki		
Study Program	: Management	Student ID	: 014202000045
Concentration	: HRM		
Mobile phone number	: 081237599378	Home number	:0361-8379470
Current Address	: President University Student Housing, Jl. Ki Hajar Dewantara, Kota Jababeka, Cikarang,17550		
Email Address	: lelouch_raki@gmail.com		

#### B. Organization Information

Organization/Company's Name	: PT. XYZ		
Type of industry (see the attached legend)	: Event Organizer		
Office phone number	: 021-123456		
Fax Number	: 021-7891011		
Address	: Jl. ABNCFS No.1, Jakarta		
Website Address	: xyz.event@co.id		

#### C. Internship Coordinator

Please state the contact person who is responsible for coordinating internship program in the **organization/company that hires the intern.**

Name	: Ms. Chi Elda		
Department	: Human Capital Department		
Position	: Talent Management Manager		
Office phone number	: 021-123456 ext 123		
Mobile phone number	:08999998777		
Email Address	:chi_elda@xyzevent.co.id		

#### D. Internship Placement

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Department	: Marketing and Promotion Department
Work Hours per day	: 8 hours
Internship Duration	: 3 Months
Starting Date (dd/mm/yy)	: 17th March 2017
Finishing Date (dd/mm/yy)	: 17th July 2017
Name of Immediate Supervisor	: Ms. Clare Teresa
Supervisor Job Title	: Marketing Manager
Supervisor office number	: 021-123456 ext 456    Mobile number : 08978677768
Supervisor email address	: clare_teresa@xyzmining.co.id

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#### E. Internship Entitlement

Please tick ( P ) box appropriately

<input type="checkbox"/> No Allowance	<input checked="" type="checkbox"/> Meal Allowance
<input checked="" type="checkbox"/> Accommodation allowance	<input type="checkbox"/> Uniform
<input type="checkbox"/> Transportation Allowance	<input type="checkbox"/> Others, please specify
<input type="checkbox"/> Monthly Allowance	-----

---

This form is the agreement made among the three parties, which are the institution, intern, and President University for the internship cooperation during the specified period. By signing this form, each party agrees on the terms and conditions which may affect the internship as stipulated by the aforementioned institution and/or President University. Any information obtained as the result of the internship shall be regarded as confidential in which the disclosure of the information, thereof, will be upon the consent and acknowledgment from the aforementioned institution, and thus, the issuance of the information in any type of report format by the students, will be solely for the internal use/review of President University.

On-Site Supervisor

Intern

Acknowledged by,

Signed and duly stamped

Name : Clare Teresa

Date : 17<sup>th</sup> March 2017

Name : Lelouch Raki

Date : 17<sup>th</sup> March 2017

Internship and Career Center

Name : xxxx

Date : 17<sup>th</sup> April 2017

## Industry Classification

<i>Type of Industry</i>
Advertising
Agro Industry
Airlines
Banking
Construction
Education
Fashion
Finance
Graphic Design
Hospital
Hotel and Resort
Insurance
Manufacturing
Mining
Newspapers
Non-Government Organization
Oil
Pharmaceutical
Public Accounting Firm
Publisher
Restaurant
Retail
Securities
Services
Shipping
Tax Consultant
Technology
Telecast
Telecommunication
Transportation
Trading and Commerce
Government Institution



## Appendix 6

# Internship Monthly report

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Name	: Lelouch Raki		
Job Title	: Intern		
Company's Name	: PT. ABC	Department	: Marketing and Promotion Department
Supervisor's Name	: Clare Teresa	Supervisor Title	: Marketing Manager
Work Hours	: 8 am-5 pm	Period of report	: 17th March 2017-17th April 2017

- 1. Describe your principal assignments, responsibilities, for the past two weeks**
  - a. Creating database for sales performance during the first quarter of Year 2017
  - b. Helping the Marketing and Promotion Department organize the event for the launch of new product "Blue Paradise"
  - c. Helping the supervisor arrange and organize the file into 3 different product classification
- 2. Describe some points or aspects of the work that you learned during the past two weeks**
  - a. I learned about the promotion strategies , starting from the making of advertising, targeting and attracting the audience, and selecting the language which can increase the attention of the targeted audience
  - b. I learned about how to organize a new product launch, including the layout and design of the stage, the colors used in the backdrop, the seating arrangement, and how to develop a rundown
  - c. I learned about how to organize and classify the documents into a good array of file and report which can be easily retrieved
  - d. I learned about the different types of personality in the work environment. Some of them are easy to work with; however, there are people who cannot work in a team. I learned to adjust myself to different characteristics of people.
- 3. Describe problems or challenges encountered during the week and how you solved/minimized them**

When I assisted the Marketing and Promotion Department in organizing the event, I encountered a challenge of being distrusted. As I am new in the office, I am considered lack of experience. Some team members just do not want to give me instruction or guidance. They opted to only place me not in a significant position and refused to give me some opportunity to help them. I was very confused with the way they treated me. I then consulted with my supervisor and sought help from him.

I aim to maintain an open communication with my supervisor, to engage in an active and supporting interaction with him. He knows the company and its culture better. I believe that he can give me relevant suggestions. He then told me that it takes time for the people to accept new young intern.

He asked me to keep observing the work and how people get their job done even though I do not directly get involved in the activity. He also gave me feedback that "Smile and Greeting" is an effective way to get closer to these people.

Submitted by

Read and endorsed by

Name of the intern: Lelouch Raki

Date: 1<sup>st</sup> April 2017

On Site Supervisor: Clare Teresa

Date: 2<sup>nd</sup> April 2017



## Appendix 7 Example of Internship Completion Letter

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### Internship Certification Letter

We, herewith, certify that the following student

Name : Lelouch Raki  
University : President University

Has accomplished the internship in **Marketing and Promotion Department, on 17th March 2014-17th July 2014, with the duties and responsibilities as follows:**

1. Assisting the Marketing Manager to arrange the Customer Loyalty Program for Wes Indonesia Region Customers.
2. Creating the marketing and promotion design for the launching of "Nickel Product".
3. Analysing the result of Customer Satisfaction Survey on "Blue Paradise" Product.
4. Serving as the Assistant of Floor Manager for the Event on "One Tree, One Life" Seminar on 16th June 2014.

The student has successfully performed the internship program and provided significant contribution to the company. We thank the student for his involvement and wish him the best luck for his future career endeavor.

Jakarta, 17<sup>th</sup> July 2014

Chi Elda  
Talent Management Manager



**C. REQUIRED KNOWLEDGE AND SKILLS**

Please state the required technical knowledge, skills, and attitude, that you perceive is required to perform the duties successfully

---

Knowledge	Skills	Attitude

---

**Student Agreement of Responsibilities:**

This job description has been explained to me clearly, and I understand and agree to the duties and responsibilities stated.

Agreed by,

Acknowledged by,

Signature and Name of Intern

Signature and Name of Supervisor

Duly Stamped

Date :

Date :

# Appendix 9

## Performance Evaluation Assessment by Employer

### Internship and Career Center Work Performance Appraisal and Development Plan

Please provide your candid evaluation of this student's performance or skill level in each of the following areas. We encourage you to participate in a two-ways communication in discussing the student's performance and share your appraisal to the student for her or his professional development. Thank you.

PresUniv Student's Name : Department in the Company

On-Site Supervisor Name : On-Site Supervisor Title : Appraisal Period :

#### Rating Description

Rating	In Points	Definition
EX Exceptional (EX)-5	85-100 Points	Outstanding Performance. Quality excellence is delivered in continuous basis
AA Above Average (AA)-4	70-84.99 Points	Demonstrate work performance which exceeds the standard expectation and requirement of the job.
A Average/Satisfactory (A)-3	60-69.99 Points	Demonstrate work performance which meets the standard expectation and requirement of the job.
NI Needs Improvement (NI)-2	50-59.99 Points	Demonstrate poor work performance in most areas. Need intensive training before entering to the job.
P Poor/Unsatisfactory (P)-1	0-49.99 Points	Cannot demonstrate the expected work performance quality. Not ready for work.

#### 1. Please put X in the appropriate column indicating your assessment to the work performance being assessed.

Work Performance	1	2	3	4	5
<b>A. Business/Organization Competency</b>					
1. Consistency in submitting the assignment within the expected period of time (meeting the deadline).					
2. Ability to produce reliable work quality as being thorough with minimum error.					
3. Ability to work under minimum supervision.					
4. Ability to be active and consistent in seeking for knowledge/information needed to perform the job.					

<b>Work Performance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
5. Ability to analyze/identify the main issues/problems.					
6. Ability to offer relevant solution/recommendation to the problems					
7. Level of discipline to maintain the agreed working hours					
8. Level of awareness of organizational code of conduct and culture.					
<b>B. People Competency</b>					
1. Ability to prioritize the team's goal rather than individual goal					
2. Ability to accept constructive feedback from team members or supervisor in a mature and professional manner.					
3. Level of initiative to seek for information on team's needs, and act on it.					
4. Level of awareness of customer's needs expectation, problems, and circumstance (both internal & external customers).					
5. Ability to build rapport and cooperation with customer (both internal & external).					
6. Level of engagement with team members (including attending discussion, being helpful, and showing empathy).					
7. Ability to share important/relevant information (including ideas and recent updates) with team members and supervisor.					
<b>C. Self-Management (Behavioral)</b>					
1. Ability to behave in a respectful and consistent manner.					
2. Ability to share feelings to let other colleagues understand the current state of mind.					
3. Ability to manage confidential information.					
4. Ability to treat other people with respect.					
5. Ability to maintain constant performance and act rationally under a stressful situation.					
6. Ability to adjust to the emerging changes in the workplace.					
<b>D. Technical Skill</b>					
1. Ability to listen and follow the instruction.					
2. Ability to inform clear message and information in good spoken language.					
3. Ability to write clearly and concisely.					
4. Ability to respond to questions, feedback, and instructions in a clear and correct manner.					
5. Level of relevancy of the knowledge to the business needs.					
<b>Please write down the necessary tool, knowledge, or skills needed to perform the job, and rate the subordinate's performance in meeting the technology requirement</b>					
<b>1. Tools / Technology/Machine (e.g. Ms. Words, Adobe Photoshop)</b>	<b>P</b>	<b>NI</b>	<b>A</b>	<b>AA</b>	<b>EX</b>
1.1.					
1.2.					
1.3.					
<b>2. Knowledge</b>					
2.1.					
2.2.					
2.3.					

2. Based on the overall contribution of the employee, how would you rate the contribution of the employee to the business process?

- Very Valuable    
  Somewhat Valuable    
  Limited Value    
  Not valuable/not ready to work in the institution

Please explain in what way the student has created impact to the organization or your work as on-site supervisor.

3. Please use the following section to identify the primary strengths, areas to be improved, and future training plan which is recommended to enhance the employee's work performance.

Primary Strengths (Knowledge, Skills, Attitudes)	Areas to Be Improved (Knowledge, Skills, Attitudes)

Courses/Training/Workshop/Seminar Which the Employee Should Participate to Enhance/Maintain the Quality of Work Performance
1.
2.
3.
4.
5.

4. Please provide your feedback on the learning design/curriculum/seminars/training which President University must offer to improve the quality and competitiveness of the graduates in the workplace.

Courses/Training/Workshop/Seminar Which the Employee Should Participate to Enhance/Maintain the Quality of Work Performance
1.
2.
3.
4.
5.

Assessed by,

\_\_\_\_\_  
Signed and stamped

On-site supervisor name :

Evaluation Date :

I, herewith, acknowledge that this performance review was conducted to evaluate my work performance during the specified period. My signatory in this review indicates that I have understood and approved the outcome of the appraisal. I understand that I will secure a copy of this appraisal, and agree that if after 15 working days I do not submit any objection to the appraisal result, I waive my right to demand any changes in the evaluation.

\_\_\_\_\_  
PresUniv Student :



# Appendix 10

## Final Evaluation on Internship Program

### Assessment by Student

---

Name of Intern : \_\_\_\_\_  
ID Number : \_\_\_\_\_  
Name of Company : \_\_\_\_\_  
Date : \_\_\_\_\_

*Please complete this evaluation upon completion of your internship program. This form is designed to help you reflect upon your internship experiences, and also to provide feedback to your employer. Feel free to use the back of this sheet or additional pages for any additional comments. The employer may use the comments provided as a testimonial for the company and its future internship programs.*

#### A. Skill Development

On a scale of 1 to 3, evaluate your skill improvement in the following areas as a result of this internship :

1 = No Improvement

2 = Some Improvement

3 = Great Improvement

- |  |  |
|--|--|
| <input type="checkbox"/> a. Written Communication  | <input type="checkbox"/> i. Word-Processing and/or Data-Entry                |
| <input type="checkbox"/> b. Oral Communication     | <input type="checkbox"/> j. Spreadsheet and/or Database                      |
| <input type="checkbox"/> c. Problem Solving        | <input type="checkbox"/> k. Internet/E-mail                                  |
| <input type="checkbox"/> d. Decision Making        | <input type="checkbox"/> l. General Business Knowledge                       |
| <input type="checkbox"/> e. Interpersonal/Teamwork | <input type="checkbox"/> m. Specific Job/Industry Knowledge                  |
| <input type="checkbox"/> f. Self-Management        | <input type="checkbox"/> n. Other Office Skills (filing, photocopying, etc.) |
| <input type="checkbox"/> g. Initiative             | <input type="checkbox"/> o. Other: _____                                     |
| <input type="checkbox"/> h. Leadership             | _____  |

#### B. Performance

On a scale of 1 to 5, please evaluate your performance in each of the following areas.

1 = Lack this skill

4 = Above average skill level

2 = Limited/minimal skill level

5 = Exceptional skill level

3 = Adequate/average skill level

##### 1. Communication Skills

- a. Demonstrate oral communication skills required for the job
- b. Write clearly and concisely
- c. Willing to speak up, communicate information, and ask questions
- d. Listen to feedback and work to improve

**2. Problem-Solving/Decision-Making Skills**

- a. Analyze situations and take appropriate action
- b. Offer creative solutions to problems
- c. Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe
- d. Resolve problems in an appropriate timeframe

**3. Teamwork**

- a. Establish rapport and credibility among team members
- b. Share information and resources with others
- c. Assist and cooperate with co-workers
- d. Demonstrate willingness to put forth extra time and effort
- e. Assume appropriate leadership role(s)

**4. Self-Management**

- a. Produce high-quality, accurate work
- b. Seek new strategies when current approach is not effective
- c. Display good judgment and establish priorities
- d. Use time efficiently
- e. Demonstrate ethical behavior
- f. Arrive on time and maintain agreed hours

**5. Initiative**

- a. Seek opportunities to learn
- b. Take initiative to get a job done, even if not specifically told to do so
- c. Act decisively on critical issues
- d. Overcome obstacles and problems
- e. Set and communicate goals; follow-up with results.

**6. Technical Skills**

- a. Possess the technical skills required for this position
- b. Willing to learn new skills and enhance existing technical skills
- c. Use appropriate technology for tasks
- d. Use technology to perform effectively

**C. Comments**

1. In terms of preparation for your learning experience, your prior academic coursework was:  
 Very useful       Of some use       Not very useful
2. In terms of preparation for your learning experience, your prior work experience was:  
 Very useful       Of some use       Not very useful
3. The job orientation provided to you by your employer was:  
 Very thorough       Sufficient       Inadequate
4. How did your learning objectives contribute to the educational benefits of your overall learning experience?  
 Large contribution       Some contribution       Little or no contribution
5. Please assess the job responsibilities your employer assigned to you:  
 Difficult to achieve       Challenging, but attainable  
 Not challenging

6. How would you assess the overall educational value of your internship experience?
- |  |  |
|--|--|
| <input type="checkbox"/> Very valuable | <input type="checkbox"/> Generally worthwhile        |
| <input type="checkbox"/> Some of value | <input type="checkbox"/> Very limited value/no value |
7. How would you assess your overall performance?
- |   |  |
|---|--|
| <input type="checkbox"/> Outstanding    | <input type="checkbox"/> Above average |
| <input type="checkbox"/> Average        | <input type="checkbox"/> Below average |
| <input type="checkbox"/> Unsatisfactory |  |

What suggestions do you have to improve the quality of this internship? Please include any specific recommendations you have that might be useful to your employer supervisor or your faculty coordinator.

What has been the effect of this internship on your career goals?

Thank you for your participation in the internship program and your feedback through this evaluation form. This performance evaluation is adapted from Baltimore Collegetown, retrieved March 2017 from <http://www/baltimorecollegetown.org/internship/business-resources/>.

Submitted by,

---

Signed

Intern name :

Evaluation date :



# Appendix 11

## Declaration of Originality

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I, the undersigned :

Name :  
Study Program :  
ID Number :  
Internship Company :  
Internship Period :

Declare that the content and information asserted in the documents herein; which I submit for the purpose of completing the requirement of Internship Program :

Document Title	Type of Documents	Number of Copies
Internship Agreement Form	Original	
Internship Job Description	Original	
Internship Performance Evaluation by On-Site Supervisor	Original	
Internship Evaluation by Students	Original	
Internship Completion Letter	Copy	

Arecomposed and originated only by the authorized personnel, as stated in the university policy as issued in Internship Handbook, and hence, is original, reflecting the actual description of my internship fieldwork.

I, furthermore, affirm that all of the content, data, and figure presented in each document are published with the acknowledgement and approval of the official representative from which I did my internship.

I understand that it is legitimate for the university, through Internship and Career Center, to verify the truth of the documents if it is deemed necessary; and that the university reserves the right to impose disciplinary sanction upon me should I am proven to issue false claim in regards to this statement, to fabricate the information in the document, to empowernon-authorized personnel in completing the documents, and to use the work of other people in the documents herein.

---

**Student name** :  
**Date** :

## President University

located at Jababeka Industrial Estate, Cikarang, home of 1.700 multinational companies from 30 countries (USA, Canada, Germany, France, UK, The Netherlands, China, Korea, Japan, Taiwan, Malaysia, Singapore, and Australia).



Office of Internship  
and Career Centre

## President University

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